



DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR
ASSOCIATE SAFETY ENGINEER
(ELEVATORS)
IF95 3884 7IR/DOSH
OPEN



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements) as stated below as of the scheduled cut-off date(s) .
HOW TO APPLY	<p>Applications for this classification will be accepted on a continuous basis and processed for examinations with the following cutoff date:</p> <ul style="list-style-type: none">▪ August 3, 2007 <p>Qualified applicants, who submit completed applications by the cut-off date, will be admitted to the examination. Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8th Floor in San Francisco, CA 94102. This form can be accessed from either the Department of Industrial Relations website at www.dir.ca.gov or the State Personnel Board website at www.spb.ca.gov.</p>
FINAL FILING DATE	Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco, CA 94142, and POSTMARKED by the United States Postal Service (a postmark by a "leased" meter will not be accepted) no later than the cut-off date . Applications postmarked, personally delivered or received via inter-office mail after the cut-off date will be accepted for examination scheduled for the next cut-off date.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	\$5634-\$6843 per month
LOCATIONS OF POSITIONS	Positions are located statewide with the Division of Occupational Safety and Health in the Department of Industrial Relations.
ELIGIBLE LIST INFORMATION	A candidate may only test once in a 12 month period. A list of eligible candidates will be established for the Department of Industrial Relations. Names of successful candidates will be merged onto the list in order of final scores regardless of dates. Eligibility expires 12 months after it is established; candidates may then retest to reestablish eligibility.
EXAMINATION INFORMATION	Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) by the cut-off date will be scheduled for a Qualifications Appraisal Panel interview.

(Continued on reverse side)

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the cut-off date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I" or "II". For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement</p>
MINIMUM QUALIFICATIONS	<p>Either I</p> <p>Two years of experience performing the duties of the class of Assistant Safety Engineer in the California state service.</p> <p>Or II</p> <p>Experience: Either</p> <ol style="list-style-type: none"> 1. Two years of safety engineering experience in elevator work; or 2. Three years of professional elevator engineering experience. And <p>Education: Equivalent to graduation from college with specialization in engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
SPECIAL PERSONAL CHARACTERISTICS	Willingness to undertake additional training as need is identified; willingness to travel and work in an assigned area of the State; keenness of observation, tact and maturity.
POSITION DESCRIPTION	<p>This is the professional journey level. An incumbent conducts safety surveys; investigates occupational safety and health complaints associated with elevators and other occupational safety and health-related disciplines; investigates accidents, determines the cause and the means of preventing their recurrences; reports on seriousness of violations and makes recommendations where possible prosecution is indicated to the Division's Bureau of Investigation; interprets safety orders and consults with employee organizations, employers, and the public in the development of revisions to, or additions of safety orders. Conducts seminars and workshops for industry and consults with labor, management, employees, and other governmental agencies on how compliance with safety orders can be achieved. Reviews existing standards, regulations, and directives for comparison with proposed State standards. Participates in the preparation of documents, materials, and exhibits used in Board hearings; and may participate as a technical advisor for the Standards Board at public hearings and meetings.</p>
QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED –100%	<p>The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p>Qualifications Appraisal Interview</p> <p>Scope:</p> <p>In addition to evaluating the competitor's relative abilities as rated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. General engineering principles and methods as well as those

	<p>specifically applicable to elevator safety engineering;</p> <ol style="list-style-type: none">2. Principles and practices of safety engineering;3. Operations, methods, equipment, and safety devices primarily applicable to the elevator industry;4. Safety orders of the Division of Occupational Safety and Health applicable to the elevator discipline;5. Applicable provisions of the Labor Code;6. Accident prevention techniques;7. Sources of information on accident prevention work;8. Consultation techniques;9. How to develop and present evidence in legal hearings. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Do difficult safety investigation work;2. Detect unsafe conditions and practices;3. Promote and conduct safety campaigns;4. Assist in the preparation and revision of safety orders;5. Interpret and apply the safety orders of the Division of Occupational Safety and Health and applicable provisions of the Labor Code;6. Learn the basic principles and techniques of safety engineering in related Occupational Safety and Health disciplines;7. Analyze situations accurately and adopt an effective course of action;8. Address groups;9. Speak and write effectively;10. Prepare reports and dictate correspondence;11. Present evidence and act as the Division representative in legal hearings.
VETERANS PREFERENCE	<p>Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.</p>

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Personnel Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the State Personnel Board website at www.spb.ca.gov or the Department of Industrial Relations website at www.dir.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: The scope of the interview is described on the other side of this bulletin under Knowledge and Abilities.

California Relay System Telephone number for the deaf and hearing impaired: 1-800-735-2929